

**FT-501**State Form 46291  
(4-03)

## INDIANA DEPARTMENT OF REVENUE

**Terminal Operator's  
Monthly Return**

Due date is the 20th of the following month.


For the month of: \_\_\_\_\_, 20\_\_\_\_

**A Terminal Operator's Report Must Be Filed For Each Indiana Location**

Name of License Holder (as indicated on license)		License Number	
Mailing Address	Federal 637 License Number	FEIN/SSN	
City or Town	State	Zip Code	Business Telephone Number

**Terminal Information**

Name of Terminal	Terminal Code
Location	

Monthly Transactions for Owned/Leased Terminal Space	Net Gallons			
	From Schedule	Column A Special Fuel (Dyed and Clear Diesel Fuel)	Column B (Gasoline, Gasohol)	Column C Other Products (Jet Fuel, Kerosene)
1. Beginning Physical Inventory				
2. Total Receipts	<b>501A</b>			
3. Total Disbursements	<b>501B</b>			
4. Stock Gains & Losses 				
5. Ending Physical Inventory (Line 1 plus Line 2 minus Line 3 plus/minus Line 4)				

**Mail return to:** Indiana Department of Revenue  
P.O. Box 6080  
Indianapolis, IN 46206-6080

I do hereby certify under penalty of perjury that, for the terminal location indicated above, the foregoing and attached schedules and reports are a true and correct statement to the best of my knowledge and is a complete and full presentation of all transactions from the best information available.

Taxpayer or Authorized Agent	Typed or Printed Name	Title
	Date Signed	Telephone Number
Please Check Box If Last Filing <input type="checkbox"/>		

## Instructions for Completing Fuel Tax Terminal Operator's Monthly Return (FT-501)

### Who should file the return?

Every person who operates a terminal location in Indiana must file this return. If you operate more than one terminal location in Indiana, a separate return must be filed for each location. A Licensed Supplier and/or Licensed Gasoline Distributor operating a terminal in Indiana, must also include their own activity on this report.

### When is this return due?

The Terminal Operator's Monthly Return, Form FT-501 is due by the 20th day of the month following the month for which the return is being filed. **Example:** A return for the reporting period of January is due by the 20th of February. If the 20th day of the month falls on a Saturday, Sunday or a state or national holiday, the due date of the return is the next succeeding day that is not a Saturday, Sunday or such holiday. To be considered timely filed by the department, the return must be postmarked no later than the due date of the return.

### How do I complete the FT-501?

Indicate at the top of the return, the reporting period for which you are filing. Enter your company's identifying information as it is reflected on your Indiana Fuel Tax License. Complete the terminal information section. *A separate FT-501 and accompanying schedules must be completed for each terminal location.*

**Line 1** Enter the actual beginning inventory for each fuel type listed, for the reporting period. *This amount should agree with your ending inventory amount from Line 5 of your previous month's Terminal Operator Monthly Return, FT - 501.*

**Line 2** Enter the net gallons received into your terminal during the reporting period. This amount should come from Column 8 of your supporting Schedule(s) 501A.

**Line 3** Enter the net gallons disbursed from your terminal for reporting period. This amount should come from Column 9 of your supporting Schedule(s) 501B.

**Line 4** Enter any discrepancies that result from stock gains or losses. Be certain that you circle the "+/-" sign in the box to the left indicating a gain or a loss.

**Line 5** Enter your actual ending inventory for the reporting period.

**Note:** Line 1, plus Line 2, minus Line 3, plus or minus Line 4 should equal Line 5. In a month to month comparison, the beginning inventory of this month (Line 1) should match the ending inventory (Line 5) from last month's report.

### Schedule 501A

**Schedule 501A** details all receipt transactions, by position holder (the position holder is the person who owns or leases storage space in your terminal), that support the Schedule 501I summary.

### Schedule 501B

**Schedule 501B** details all disbursement transactions, by position holder, that support the Schedule 501I summary. This schedule(s) provides detail to support the amount(s) shown as disbursements on the Terminal Operator's Return FT-501. Each disbursement of product should be listed on a separate line. A separate Schedule 501B should be completed for each product type. Fuel disbursements should be grouped together by position holder.

### Schedule 501I

**Schedule 501I** summarizes, by position holder, the total terminal activity by product for the month. This schedule provides position holder detail to support the amount(s) shown as beginning/ending inventories, receipts, disbursements, and stock gains/losses on the Terminal Operator's Monthly Report, FT-501.

### To Obtain Forms

Visit our web site on the Internet and download the forms you need. Our address is: [www.in.gov/dor/](http://www.in.gov/dor/). Or you may obtain additional forms and schedules by fax 24 hours a day by calling (317) 233-2329 from the telephone portion of your fax machine.

### If you have additional questions:

If you have additional questions, you can call us at (317) 615-2630 or you can write the Department at:

Indiana Department of Revenue  
P.O. Box 6080  
Indianapolis, IN 46206-6080